



**DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH
HEALTH PROFESSIONAL LICENSING ADMINISTRATION
BOARD OF OCCUPATIONAL THERAPY**

To expedite the processing of your **NEW LICENSE APPLICATION** be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying:

OT/OTA BY EXAMINATION

Checklist of Supporting Documents required

- ☐ A complete signed application for DC License.
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Supplemental form of Registration
- ☐ Social Security Number or a Sworn Affidavit
- ☐ Name Change Document (Marriage Certificate, Divorce Decree or Court Order) if applicable.
- ☐ NBCOTA Verification Certificate (*OTA only*)
- ☐ NBCOT Verification Certificate (*OT only*)
- ☐ Fee must be in the form of Check, Money order or Certified Check Payable to Promissor, Inc.
- ☐ \$202 for Application and License Fee

OT/OTA BY ENDORSEMENT

Checklist of Supporting Documents required

- ☐ A complete signed application for DC License.
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Social Security Number or a Sworn Affidavit
- ☐ Name Change Document (Marriage Certificate, Divorce Decree or Court Order) if applicable.
- ☐ Letter of Verification From Each State of Licensure
- ☐ NBCOTA Verification Certificate (*OTA only*)
- ☐ NBCOT Verification Certificate (*OT only*)
- ☐ Fee must be in the form of Check, Money order or Certified Check Payable to Promissor, Inc.
- ☐ \$202 for Application and License Fee